



# Consolidated Records Management System

a joint effort between the Tennessee Bureau of Investigation and the Tennessee Office of Homeland Security

## CRMS Audit Feature Introduction

Scheduled for implementation on June 1, 2011



# CRMS Audit Feature Purpose



CRMS access and use of the system is restricted to law enforcement officials or those persons supporting law enforcement.

CJIS Audit requirements include the collection of information relative to the use of Criminal Activity systems and information.

Criminal Activity systems must collect four items of information for searches done within the system:

1. The name or badge number of the officer requesting the information.
2. Distribution of the information or who gets the information.
3. The reason the search is performed, perhaps a case number or traffic stop.
4. The User ID of the person performing the search (the user that is logged on the system).

The system now has 3 new fields on the search panels to meet the CJIS requirement. These free-form text fields collect 1) Query for Agent, 2) Dissemination to, and 3) Query Reason. The user id (4) is automatically collected as the user logs into the system.

Each agency can establish a standard for field content if they wish, i.e. always use badge number, etc.



# CRMS Use Disclaimer



**TFC**

**TFC**

The use of the Repository is controlled by the Tennessee Bureau of Investigation and the using Agency Administrator. Penalties for misuse of the information contained herein include denied future access and possible disciplinary action and or prosecution.

By logging onto this system you are agreeing to comply with the following Rules:

- Queries performed against this system are to be based on an association with legitimate investigative needs.
- Queries performed against this system are done so on behalf of Law Enforcement personnel.
- Use of information must be approved by expressed permission of the contributing agency.
- Usernames and Passwords must be maintained as private information and may not be shared with others.
- Use of the system in a manner outside the scope of these rules is strictly prohibited.

**Login to TFC**

ORI:

Username:

Password:


Build 5.0.6.17 © Copyright 2010 National Law Enforcement Corrections and Technology Center. All Rights Reserved. [TFC Security Policy](#)

Rules of Use are displayed on the Home Page of the system and logging into to the system constitutes agreement with those rules.

# CRMS Announcement Page

<b>State Search</b>
Name & Number
Vehicle
Property
Location
Narrative
Telephone
Scars Marks Tattoos
Case Number
<b>RMS Search</b>
Incident Search
Name Search
Error Report
<b>RMS Add Report</b>
Group A
Group B
Suspicious Activity
Field Interview
Interdiction Plus
<b>Gang Search</b>
Group (QGG)
Member (QGM)
Vehicle
Traits
Firearm
Misc Property
Location
<b>Gang Add</b>
Group (EGG)
Member (EGM)
Nonmember Add
<b>Administration</b>
Change Password
List Users
Add User

Welcome to the TFC



Announcements

**Audit Enhancement NOTE:** - Tue May 10 11:55:08 CDT 2011

NOTE: The new auditing feature is currently being tested by the TBI ISD group. We anticipate implementation of the enhancement on June 2nd, 2011. The audit features include changes to each of the search panels and new reporting capabilities for the Systems and Agency Administrators. The changes to the search screens provide fields for entry of 1) The agent or officer for whom the search is being performed, 2) To Whom the search information be disseminated, and 3) The Case Number or free text reason for which the search is being performed. Once these fields are completed, they will be carried from search screen to search screen during a search session. When a new search session is begun, the fields will need to be completed with the new information. The fields are initially empty and red when a search panel is displayed indicating that information is required. Once the required information is supplied for each field, the fields turn to the color green indicating is okay to proceed with the query. As you navigate through a query session, these field entries are reused, the user will not be required to enter them with each query, only the beginning of a new query. For example, if a Name search is to be performed, the 3 fields are to be completed in addition to supplying the Name Search criteria. When the name search results are returned and the user wishes to select one of the names in the results list, the 3 fields do not have to be completed again as they are reused. Only when switching to a new search will the user be required to enter or re-enter the information in the three fields. For example, the user started with a name search, then selected a name from the results list, then selected an activity from that person list of activities, reviewed the report and then select another name from within that report, the 3 fields would only be required at the beginning search. The user then decides to do a Vehicle Tag Search on behalf of a different Officer search and presses Vehicle search option on the left hand side of the screen, the user would see the three fields in red would then be required to enter the new information and that information would be used throughout the subsequent search navigation. Within the next week, we will post a demonstration presentation for your review. We hope this will serve to better demonstrate the new auditing enhancements. Look for a new link at the bottom of this pages titled "Auditing Introduction".

Once logged onto the system, the announcement page is shown to notify users of any changes to the system. This announcement highlights the Audit Enhancement.

# New Audit information collection fields

**TFC** For Official Law Enforcement Use Only

**State Search**

- Name & Number
- Vehicle
- Property
- Location
- Narrative
- Telephone
- Scars Marks Tattoos
- Case Number

**RMS Search**

- Incident Search
- Name Search
- Error Report
- RMS Add Report

**Name Number Search**

**Search For Person**

\* Last Name or Alias:  ☐ Soundex

First Name:  ☐ Permutate

Middle Name:

Sex:

Race:

☒ Date Of Birth:    (MMDDYYYY)

☐ Year Range:  to  (YYYY)

ORI:  (TNXXXXXXXX)

\* Query For Agent:

\* Dissemination To:

\* Query Reason:

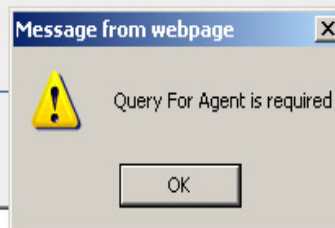
- The new audit information collection fields are shown on each of the State Search Panels. The audit information is not required for RMS Searches or RMS Add Report functions as these are functions specific to an individual agency's use of its own information.
- This illustration shows the fields highlighted in red indicating information is required before the search can be performed.



## Name Number Search

## Search For Person

* Last Name or Alias:	<input type="text" value="THOMASONIE"/>	<input type="checkbox"/> Soundex	* Query For Agent:	<input type="text" value=""/>
First Name:	<input type="text" value="WAYNE"/>	<input type="checkbox"/> Permutate	* Dissemination To:	<input type="text" value=""/>
Middle Name:	<input type="text" value=""/>		* Query Reason:	<input type="text" value=""/>
Sex:	<input type="text" value=""/>			
Race:	<input type="text" value=""/>			
<input checked="" type="radio"/> Date Of Birth:	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> (MMDDYYYY)			
<input type="radio"/> Year Range:	<input type="text" value=""/> to <input type="text" value=""/> (YYYY)			
ORI:	<input type="text" value=""/> (TNXXXXXXXX)			
ID Type:	<input type="text" value=""/>			
State (if DL):	<input type="text" value=""/>			
ID Number:	<input type="text" value=""/>			
Max Results:	<input type="text" value="All"/>			

- The audit information fields are mandatory and must be supplied before a search can be performed.
- If a search is attempted without the required information in the audit fields, the system produces an error message indicating the field to be supplied by the user.



## State Search

Name &amp; Number

Vehicle

Property

Location

Narrative

Telephone

Scars Marks Tattoos

Case Number

## RMS Search

Incident Search

Name Search

Error Report

## RMS Add Report

Group A

Group B

Suspicious Activity

Field Interview

Interdiction Plus

## Gang Search

Group (QGG)

Member (QGM)

Vehicle

Traits

## Name Number Search

## Search For Person

\* Last Name or Alias:

THOMASONIE

☐ Soundex

\* Query For Agent:

REAGAN

First Name:

WAYNE

☐ Permutate

\* Dissemination To:

SAME

Middle Name:

\* Query Reason:

CASE # 14329-1

Sex:

Race:

☒ Date Of Birth:

(MMDDYYYY)

☐ Year Range:

to

(YYYY)

ORI:

(TNXXXXXXXX)

ID Type:

State (if DL):

ID Number:

Max Results:

All

Search

Clear

- This illustration shows the fields highlighted in green indicating the required information has been supplied and the user may proceed with the search.
- In this case, Officer Reagan has requested a search be performed and the results will be used by himself in association with case # 14329-1.

TFC
For Official Law Enforcement Use Only

**State Search**

Name & Number

Vehicle

Property

Location

Narrative

Telephone

Scars Marks Tattoos

Case Number

**Name Number Search Results**

Search Parameters: THOMASONIE, WAYNE

Name: Last, First	DOB	SSN	Alert	Cases	Agency
<u>THOMASONIE, WAYNE</u>	1963-10-20			<u>( 1 )</u>	Tn Office of Homeland Security

1) The system returns search results shown in the "Name Number Search Results" page.

2) The user may then choose to see the demographic detail for this person by clicking the underlined name.

**Name Detail**

**LEADR**

**THOMASONIE, WAYNE**

**Physical Features**

Hair	Eye	Sex	Race	Weight	Height
BLK	BRO	M	U	200	5-10

**Phone**

Type	Number
------	--------

**Last Known Address**

**ID Numbers**

Type	Issuer	Number
DL	TN	<u>41121234</u>

**Birth Information**

Place of Birth	DOB
	1963-10-20

**Alias/Monikers**

3) And the Name Detail Page is presented

- The three audit fields follow the search chain. The contents of the audit fields apply to all actions performed after the initial search request.
- For instance, an audit record was written for the initial "Name and Number" search and another audit record is written for the "Name Detail" search. Each audit record uses the information supplied on the initial "Name & Number" search panel, bypassing the need to re-enter the information.



# Vehicle Search

Officer Hinson is performing a Vehicle TAG search and will retain the information results in association with CASE # 0909-AB

**TFC** For Official Law Enforcement Use Only

**State Search**

- Name & Number
- Vehicle
- Property
- Location
- Narrative
- Telephone
- Scars Marks Tattoos
- Case Number

**RMS Search**

- Incident Search
- Name Search
- Error Report

**RMS Add Report**

- Group A
- Group B

**Vehicle Search**

Search For Vehicle

ID Type:

TAG/VIN:

State (if TAG):

\* Query For Agent:

\* Dissemination To:

\* Query Reason:

**TFC** For Official Law Enforcement Use Only

**State Search**

- Name & Number
- Vehicle
- Property
- Location
- Narrative
- Telephone
- Scars Marks Tattoos
- Case Number

**Vehicle Search Results**

Search Parameters: TAG: 234BYN STATE: MAKE: MODEL: COLOR: YEAR:

TAG	VIN	State	Make	Model	Color
<u>234BYN</u>	<u>YN22323234</u>	TN	CHEV	Camaro	Red

The Vehicle search results are presented by the system. If Officer Hinson chose to search deeper by clicking the underlined TAG number, a new audit record would be created using the information supplied on the initial Vehicle Search panel, bypassing the need to re-enter the information.

# Case Number Search Scenario

**TFC**

For Official Law Enforcement Use Only

State Search

Name & Number

Vehicle

Property

Location

Narrative

Telephone

Scars Marks Tattoos

Case Number

RMS Search

Incident Search

Name Search

Error Report

Case Number Search

Search For Case Number

\* Case Number: 110510121714

ORI: TNOHS0001

\* Query For Agent: HIGGIN

\* Dissemination To: SAME

\* Query Reason: CASE REVIEW

Search


- The user is performing a search for a specific case number to identify information associated with the case on behalf of Investigator Higgin. Higgin will retain the information for the case review.
- Investigator Higgin wants to know:
  - about activities connected to the case, (Case Number Search)
  - where the incident took place, (Incident Report Search)
  - any other activities that have taken place at that location, (Location Search)
  - any other activity associated with the subject in the case. (Name Search)

# Case Number Scenario

TFC		For Official Law Enforcement Use Only			
<b>State Search</b>					
Name & Number					
Vehicle					
Property					
Location					
Narrative					
Telephone					
Scars Marks Tattoos					
Case Number					
<b>RMS Search</b>					
Incident Search					
Name Search					

Case Number Search Results				
Search Parameters:				
Case	Event Date	Event Type	Event Sub Type	Narrative
110510121714	2011-03-12	<u>ARREST</u>	A	
110510121714	2011-03-01	<u>INCIDENT</u>	A	Mr. Thomasonie offered to arrange payment of \$1,000 merchandise in store and the removal of competitors me the offer and claimed he would contact Mr. Thomasonie Mr. Thomasonie left the store in a red Camaro tag# 2



- The system returns two activity records associated with case number 110510121714, an Incident Report and an Arrest report.
- To view the Activity details associated with the case, the user selects the underlined Incident Activity. Re-entering the audit information is not required.

# Case Number Scenario

Activity Detail

Incident (A)

Agency: Tn Office of Homeland Security  
Case Number: 110510121714  
Date: 2011-03-01  
Description: Bribery

Offense:

Statute	Segment	UCR Code	Description
		510	Bribery
		240	Motor Vehicle Theft

Location: 2011 Main Hermitage TN 37076

Subjects: THOMASONIE, WAYNE 1963-10-20 M U Name Search

Victims: WATSONBERRY

Complainants: HARALDSON, JIM

Witness:

Reporting Official:

Other:

Property: SN

Vehicle: Make CHEV

Narrative: Mr. Thomasonie claimed he would

For Official Law Enforcement Use Only

Location Activity Results

Search Parameters: 2011-2011 MAIN, HERMITAGE 37076

Case	Event Date	Event Type	Event Sub Type	Event Description
110510121714	2011-03-12	ARREST	A	Bribery
110510121714	2011-03-01	INCIDENT	A	Motor Vehicle Theft

1) The system returns the Incident Report

2) The user selects an Incident Address Search.

3

- 1) Next, the user wants to know if other activities have taken place at this location, so the user clicks the underlined "Incident Address Search". The initial audit information will be re-used as this search is still part of the initial search request.
- 2) The system provides a list of activities that are associated with the selected address.

# Case Number Scenario

Activity Detail

Incident (A)

Agency:

Tn Office of Homeland Security

Case Number:

110510121714

Date:

2011-03-01

Description:

Bribery

Offense:

Statute	Segment	UCR Code	Description
		510	Bribery
		240	Motor Vehicle Theft

Location:

2011 Main Hermitage TN 37076

[Incident Address Search](#)
[Person Address Search](#)

Subjects:

<a href="#">THOMASONIE, WAYNE</a>	1963-10-20	M	U	<a href="#">Name Search</a>
-----------------------------------	------------	---	---	-----------------------------

Victims:

<a href="#">WATSONBERRY, REGINA</a>	1983-04-05	F	W	<a href="#">Name Search</a>
-------------------------------------	------------	---	---	-----------------------------

Complainants:

[HARALDSON, JIM](#)

Witness:

Reporting Official:

Other:

Property:

SN	Make

Vehicle:

Make	Model
CHEV	Camaro

Narrative:

Mr. Thomasonie offered to arrange a meeting with Mr. Th...

TFC

For Official Law Enforcement Use Only

State Search

Name & Number

Vehicle

Property

Location

Narrative

Telephone

Scars Marks Tattoos

Case Number

Name Number Search Results

Search Parameters: THOMASONIE, WAYNE

Name: Last, First	AKA	DOB	SSN	Alert	Cases	Agency
<a href="#">THOMASONIE, WAYNE</a>		1963-10-20			( 1 )	Tn Office of Homeland Security

- 1) Next, the user wants to know if other activities are associated with the Subject and clicks the appropriate underlined "Name Search". The initial audit information will be re-used as this is still part of the initial case number search request.
- 2) In this instance, only one case is associated with the subject.

- In the Case Number search scenario, the Audit information fields were supplied at the initial point of the search chain, Case Number Search and then reused for each additional search or information request performed by the user:
  1. Initial Case Number Search (Supplied Audit Information)
  2. Incident Detail Search (Information Re-Used)
  3. Incident Address Search (Information Re-Used)
  4. Incident Subject Name Search (Information Re-Used)
- An audit record was written for each search performed.



# Reviewing Audit Reports

- Agency Administrators as well as the System Administrator have access to the Audit Data Search function.
- The Audit Search function provides:
  - Annual Review of all audit data performed by all users within the agency.
  - Audit data for specific search activity, such as who searched for a specific tag number or who searched for a specific person name.
  - All searches performed by a specific user.

**TFC** For Official Law Enforcement Use

**State Search**

- Name & Number
- Vehicle
- Property
- Location
- Narrative
- Telephone
- Scars Marks Tattoos
- Case Number

**RMS Search**

- Incident Search
- Name Search
- Error Report

**RMS Add Report**

- Group A
- Group B
- Suspicious Activity
- Field Interview
- Interdiction Plus

**Administration**

- Add User
- List Users
- Audit Search
- Element Filter
- Emergency Delete
- Officers
- Gangs
- Change Password

**TFC** For Official Law Enforcement Use Only

**State Search**

- Name & Number
- Vehicle
- Property
- Location
- Narrative
- Telephone
- Scars Marks Tattoos
- Case Number

**RMS Search**

- Incident Search
- Name Search
- Error Report

**RMS Add Report**

- Group A
- Group B
- Suspicious Activity
- Field Interview
- Interdiction Plus

**Administration**

- Add User
- List Users
- Audit Search

**Audit Search**

**Annual Audit Search**

\* ORI: TNOHS0001

\* From Year:  (YYYY)

\* To Year:  (YYYY)

**Quick Search**

\* ORI: TNOHS0001

\* From Date:  (MM/DD/YY)

\* To Date:  (MM/DD/YY)

\* Filter:

To access the Audit Search feature, click here.

- Accessing the Audit Review feature from the Administration section.
- Only Agency Administrators has access to this feature.

## State Search

Name &amp; Number

Vehicle

Property

Location

Narrative

Telephone

Scars Marks Tattoos

Case Number

## RMS Search

Incident Search

Name Search

Error Report

## RMS Add Report

Group A

Group B

Suspicious Activity

Field Interview

Interdiction Plus

## Administration

Add User

List Users

Audit Search

## Audit Search

## Annual Audit Search

\* ORI: TNOHS0001

\* From Year:  (YYYY)\* To Year:  (YYYY)

Search

Clear

## Quick Search

\* ORI: TNOHS0001

\* From Date:  (MM/DD/YY)\* To Date:  (MM/DD/YY)\* Filter: \* Filter: 

Search

Clear

- The Audit Search panel offers two search options:
  - Annual Audit Search allows the administrator to view a spreadsheet of monthly use by all users within the agency.
  - Quick Search allows the Administrator to search audit records for activity against a specific tag, name searches or all searches performed by a specific user.

TFC

State Search

Name & Number

Vehicle

Property

Location

Narrative

Telephone

Scars Marks Tattoos

Case

Audit Search

Annual Audit Search

\* ORI: TNOHS0001

\* From Year: 2011

\* To Year: 2011

TFC

For Official Law Enforcement Use Only

TFC

Help

Logout

State Search

Name & Number

Vehicle

Property

Location

Narrative

Telephone

Scars Marks Tattoos

Case Number

RMS Search

Annual Audit Report

Back <<

Search Parameters: ORI: TNOHS0001, From Year: 2010, To Year: 2011

Displaying Records: 1 - 2 of 2

#	ORI	Organization Name	Year ▲	Total	Top Searcher	Top Searcher Total
1	TNOHS0001	Tn Office of Homeland Security	2011	<u>681</u>	dh06449	<u>681</u>
2	TNOHS0001	Tn Office of Homeland Security	2010	<u>171</u>	dh06449	<u>115</u>

print

Print

- The Administrator for ORI TNOHS0001 wishes to see all activity for all users within that agency for the years 2010 and 2011 and the system provides the annual report.
- The report shows dh06449 as the user with the highest number of searches, with 171 search activities in 2010 and 681 search activities in 2011..
- From this report, the Administrator can request a summary for a user by clicking on the underlined activity total.

TFC
For Official Law Enforcement Use Only

TFC

Help
Logout

**State Search**  
 Name & Number  
 Vehicle  
 Property  
 Location  
 Narrative  
 Telephone  
 Scars Marks Tattoos  
 Case Number  
 RMS

Annual Audit Report
Back <<

Search Parameters: ORI: TNOHS0001, From Year: 2010, To Year: 2011 Displaying Records: 1 - 2 of 2

#	ORI	Organization Name	Year ▲	Total	Top Searcher	Top Searcher Total
1	TNOHS0001	Tn Office of Homeland Security	2011	<u>681</u>		<u>681</u>
2	TNOHS0001	Tn Office of Homeland Security	2010	<u>171</u>	dh06449	<u>115</u>

TFC
For Official Law Enforcement Use Only

TFC

Help
Logout

**State Search**  
 Name & Number  
 Vehicle  
 Property  
 Location  
 Narrative  
 Telephone  
 Scars Marks Tattoos  
 Case Number

Month Audit Report
Back <<

Search Parameters: ORI: TNOHS0001, Year: 2011 Displaying Records: 1 - 1 of 1

#	ORI	Organization Name	Year	Username	Total	01/11	02/11	03/11	04/11	05/11	06/11	07/11	08/11	09/11	10/11	11/11	12/11
1	TNOHS0001	Tn Office of Homeland Security	2011	dh06449	<u>681</u>	<u>286</u>	<u>117</u>	<u>2</u>	<u>100</u>	<u>176</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

print
Print

- The Administrator requested a review of monthly activity for user id dh06449 and the system gives a report showing the count of search activities by month for the selected year.
- The Administrator can now look at the detail activity searches performed by user dh06449 by selecting the count for a given month.



Select All Search Activity for a Printed Report

## Detail Audit Report

Back &lt;&lt;

Search Parameters: ORI: TNOHS0001, Year: 2011, Month: May, User: dh06449

Displaying Records: 1 - 20 of 176

#	Log Id	Date - Time ▲	Username	Search Type	Search Criteria	Query Agent	Dissemination To	Query Reason
<input type="checkbox"/> 1	282742	05/11/2011 - 11:42:25.0	dh06449	Name or Number	ID: DL - 089521289	SLOAN	SLOAN	TESTING DL HOTLINK ISSUE
<input type="checkbox"/> 2	282741	05/11/2011 - 11:42:17.0	dh06449	Name or Number	ID: SSN - 409398184	SLOAN	SLOAN	TESTING DL HOTLINK ISSUE
<input type="checkbox"/> 3	282740	05/11/2011 - 11:41:15.0	dh06449	Person Detail	Last Name: SMITH First Name: REBECCA Sex: F Race: W	SLOAN	SLOAN	TESTING DL HOTLINK ISSUE
<input type="checkbox"/> 17	282723	05/11/2011 - 08:44:24.0	DH06449	Name Activity	Last Name: RAYBURG First Name: JOEL Sex: F Race: W DOB: y:1959 m:12 d:12	SLOAN	TESTING	SMY SEARCH AUDIT
<input type="checkbox"/> 18	282722	05/11/2011 - 08:44:22.0	DH06449	Name or Number	Last Name: RAYBURG First Name: JOEL Sex: F Race: W DOB: y:1959 m:12 d:12	SLOAN	TESTING	SMY SEARCH AUDIT
<input type="checkbox"/> 19	282721	05/11/2011 - 08:44:19.0	DH06449	Activity Detail	Activity Number: 200402-0207 Activity Type: INCIDENT	SLOAN	TESTING	SMY SEARCH AUDIT
<input type="checkbox"/> 20	282720	05/11/2011 - 08:44:19.0	DH06449	Activity Detail	Activity Number: 200402-0207 Activity Type: INCIDENT	SLOAN	TESTING	SMY SEARCH AUDIT

Select Specific Search Activity for a Printed Report

Request Printed Report

Select Specific Search Activity for a Printed Report

Request Printed Report

Show Full Report | Print

- The Administrator selected the month of May and all search activity performed by dh06449 is illustrated.
- The Administrator can sort the list by date.
- The Administrator can also create a printed report showing all or specific searches.



# Questions?

Please email questions or comments concerning this feature enhancement to:

[TnCop.HelpDesk@tn.gov](mailto:TnCop.HelpDesk@tn.gov)

When sending the email, please include the word “AUDIT” in the subject line of the email. Your email will be answered within 48 hours.